UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Farm Reconstitutions **2-CM (Revision 6)**	**Amendment 3**

Approved by: Acting Deputy Administrator, Farm Programs

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Amendment Transmittal

A Reasons for Revision

Subparagraph 185 B has been amended to provide that it may take as long as 48 hours for the Farm Record Management System (FRS) application to recognize that an FSA-578 has been deleted.

Subparagraph 201 B has been amended to update the instructions to access the FRS application.

Subparagraph 242 C has been amended to provide the calculation for double crop acres during a tract division.

Subparagraph 244 C has been amended to provide a note that other producers who are being added as owners must be deleted before initiating a tract division.

Subparagraph 261 A has been amended to remove the reference that the FSA-156 EZ and COC reports will be automatically printed.

Subparagraph 287 A has been amended to remove the reference that the COC reports will be automatically printed after completing a reconstitution.

Exhibit 10 has been amended to add the DCP contract to the reconstitution checklist.

Page Control Chart		
TC	**Text**	**Exhibit**
	8-1 through 8-12 8-25, 8-26 11-9, 11-10 11-15, 11-16 13-1, 13-2 14-3, 14-4	10, page 1

185   Before Initiating a Reconstitution (Continued)

B   Automated Processes (Continued)

- a reconstitution cannot be completed on the same day a previously taken FSA-578 is deleted.

   Note: The application will:

   - stop the user from completing the reconstitution
   - ***--not** know the FSA-578 has been deleted for as long as 48 hours.

   FSA-578's are only transmitted 1 time each day; until this can be changed, these 2 conditions will exist. When FSA-578's are moved to the web, this will no**--*** longer be applicable.

C   Checklist

See Exhibit 10 for an example of a reconstitution checklist, which may be adapted for local use.

186-190 (Reserved)

Section 3   Reconstitution System

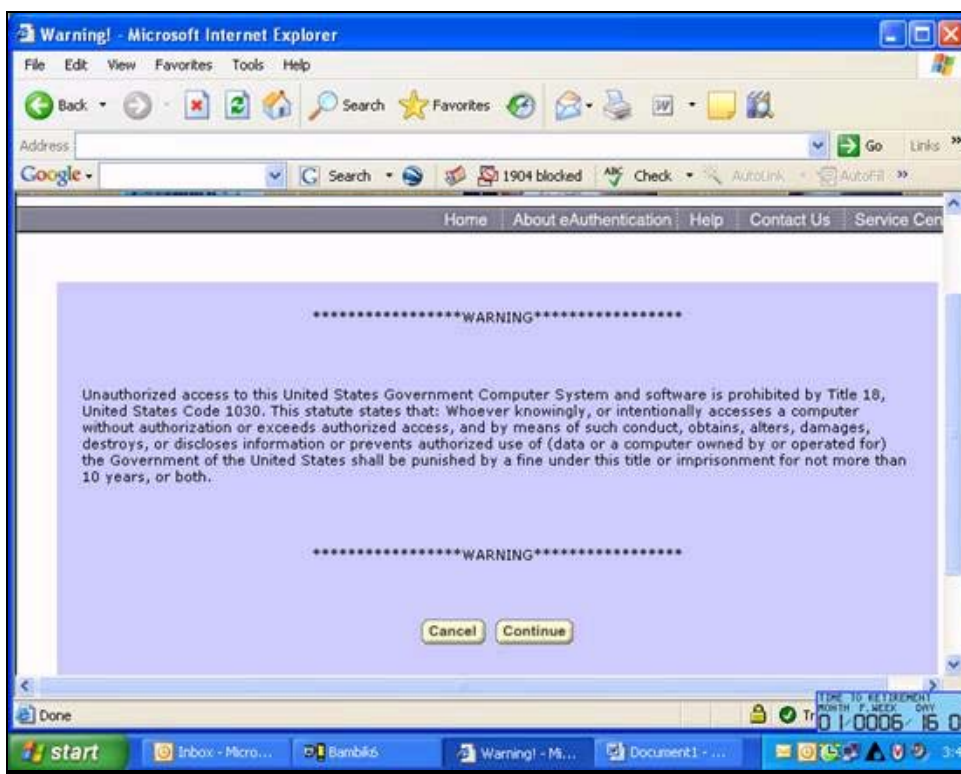**201   Accessing Reconstitutions**

A   Overview

The reconstitution system is web-based software with a centralized database.
Reconstitutions will be updated by County Office employees.

In this part, the term "user" refers to County Office employee except where specifically
noted.

B   Accessing the Reconstitution System

Access the reconstitution system by doing the following.

Step	Action
1	Access reconstitutions through the FSA Intranet at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**.
2	Under Common Applications, click on "Farm Records".
3	Users will receive the following USDA eAuthentication Warning Screen. Click "Continue" to proceed or "Cancel" to end the process. ***--Note:** Internet Explorer shall be used when accessing Farm Records Management System.**--***

C   Fields (Continued)

Field/Button	Description	Action
CRP MPL Acres	• Total CRP MPL acres on the parent tract. • Total CRP MPL acres that have been entered for the resulting tracts. • CRP MPL acres for each resulting tract.	Enter CRP MPL acres to be attributed to each resulting tract.
NAP Crop Acres	• Total NAP crop acres on the parent tract. • Total NAP crop acres that have been entered for the resulting tracts. • NAP crop acres for each resulting tract.	Enter NAP crop acres to be attributed to each resulting tract.
Double Crop	• Total double crop acres on the parent tract. • Total double crop acres that have been entered for the resulting tracts. • Double crop acres for each resulting tract.	Enter double crop acres to be attributed to each resulting tract. ***--**Calculate double crop acres according to the following: • divide each resulting tract's effective DCP cropland acres by the parent tract's effective DCP cropland acres • multiply the result times the parent tract's double crop acres.**--***
Calculate Totals	Allows the user to calculate the total of each acreage that has been entered on the resulting tracts. This is used as a tool to ensure that all acreage is entered.	Click "Calculate Totals" button to calculate the total acres that have been entered for each acreage field.
Continue	Allows the user to continue after all acreage is attributed to the resulting tracts.	Click "Continue" after all acreage is attributed. The Tract Division - Other Data Screen will be displayed. See paragraph 243 for additional information.
Cancel	Allows the user to cancel the request for tract division.	Click "Cancel" to cancel the initiation of the tract division. No data will be saved if "Cancel" is clicked.

C   Fields

The following table provides the field descriptions and actions for the Owners Screen.

Field/Button	Description	Action
Name	Name of each owner associated with the tract.	
Tax ID	Last 4 digits of each owner's tax ID number.	
Tax ID Type	Tax ID type of each owner's tax ID number.	
Delete	Selects an owner for deletion.	Enter a checkmark in the check box next to the owners that will be deleted.
Delete Selected Owners	"Delete Selected Owners" button will delete any owners that were selected for deletion.	Click "Delete Selected Owners" button to delete owners that were selected for deletion.
Add New Owner	"Add New Owner" button allows the user to add a new owner to the tract.	Click "Add New Owner" button to add a new owner. When the button is clicked, the SCIMS Customer Search Page will be displayed. After the new owner is selected, the user will be asked to confirm the selection.
Add Previous Selected Customer	"Add Previous Selected Customer" button allows the user to add the previously selected customer to the tract as an owner.	Click "Add Previous Selected Customer" button to add the previously selected customer to the tract as an owner.
Return to Tract Division	"Return to Tract Division" button allows the user to return to the Tract Division - Other Data Screen after changes are made to owners.	Click "Return to Tract Division" button to return to the Tract Division – Other Data Screen and save any changes to owners.

   *--Note: If the owner being added is currently an other producer on the farm, the user must
delete the other producer before beginning the reconstitution. Not deleting the other
producer before beginning the reconstitution will result in the inability to add the
producer as an owner.**--***

Part 13   Updating Reconstitutions

Section 1   Obtaining COC Approval

261   Documentation for COC Approval

A   Required Documentation

County Offices shall submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 72

- FSA-156EZ's *** * *** printed for the parent and resulting farms

- ***--**COC report printed after the reconstitution**--***

- additional documentation necessary to support the reconstitution or the methods of division selected.

287   Printing COC Reports

A   Printing COC Reports

*--COC reports will be displayed after completing a reconstitution; the report **will not** be automatically printed. COC reports may be reprinted for the current FY for a:--*

- pending farm combination
- pending farm division
- completed tract combination
- completed tract division

B   Reprinting COC Reports

Reprint a COC report according to the following table.

Step	Action
1	**For multiple County Offices only:** select the applicable County Office.
2	Enter reconstitution number to be printed and click "Submit" button.
3	When the COC report opens in the Adobe PDF window, do 1 of the following: • select the browsers print button to print the report • save the report to your computer.

Exhibit 10
(Par. 185)

Reconstitution Checklist

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Questions	Yes	No	NA
1. Has FSA-155 been completed properly and all required signatures obtained?			
2. Have current FY payments been issued on the parent farm or farms? If yes, all producers on all parent farms must refund all payments before initiating the farm combination or farm division.			
3. Have **new** operators or owners been added to SCIMS?			
4. Has FSA-156EZ been reviewed to determine whether all information is correct on the parent farm or farms?			
5. Is the tract farmland, cropland, and DCP cropland correct on the parent farms?			
6. Is there an outstanding pending reconstitution on the parent farm? If yes, determine whether it must be completed.			
7. Does the parent farm or tract have a current year FSA-578? If yes, delete FSA-578 before reconstitution is updated.			
8. Is the parent farm under CRP-1? If yes, enter the resulting farm or farms on CRP-1.			
9. Has COC approved the reconstitution?			
• If approved, has the reconstitution been updated?			
• If disapproved, has the pending reconstitution been deleted?			
10. Has the reconstitution documentation been filed and inactive farm folders been marked inactive?			
11. Has an HEL field been split? If yes, has a redetermination been made?			
12. Have FSA-476DCP's, FSA-156EZ's, letters, and NRCS determinations, as applicable, been mailed to resulting owners and operators?			
13. Has the aerial photograph and/or CLU layer been updated?			
14. Have NRCS HELC/WC records been brought forward and referenced in the HELC/WC file?			
15. Does the farm have a DCP contract? See paragraph 71 B.			

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